

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 September 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 28 August - 4 September 1956

25 YEAR RE-REVIEW

1. Numbers in Clerical Induction Training. During the week of 27 August there were 61 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 36 people for the week of 27 August.

3. Results from Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the Entrance-on-Duty employees for the week of 27 August were:

	Tested	Qualified
Shorthand	6	0
Typewriting	10	5

4. Special Testing. On 28 August 1956, Mrs. [] administered a typewriting test to seven servicemen who have come on duty and will be assigned to the Office of Communications. This testing was in the nature of pre-testing. These men will receive special training in that office at the time of their assignment.

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5. Official Agency Testing Administered by Clerical Refresher Training. On 28 August 1956, Clerical Refresher Training administered the official Agency typewriting and shorthand tests. The results are as follows:

	Tested	Qualified
Shorthand	2	0
Typewriting	3	0

6. Official Court Reporting Test. On 29 August 1956, an Official Court Reporting Test was administered by Clerical Refresher Training to an employee in TSS. It was given at the rate of 160 wam for five minutes. The employee qualified.

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7. Instructor on Leave. Mrs. [] Instructor in Clerical Induction Training is on annual leave from 4 September through 14 September 1956.

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OTR/CT:MAH:jdm (4 September 1956)

4 September 1956

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There is nothing to report.

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Chief, Management Training